

DTR-5671

DD/S

70-5439/1

2 NOV 1970

**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

**SUBJECT:** Implementation of OMB Circular A-44 (Revised),  
dated 16 February 1970

1. OMB Circular A-44 (Attachment A) prescribes an aggressive and comprehensive program to improve the management and efficiency of Government operations. The President has given the program his personal endorsement and expects the support of key officials of all agencies in complying with the spirit and principles of the OMB directive.

2. Each Deputy Director should take immediate steps to establish an effective management improvement program in accordance with Agency instructions set forth in Attachment B. I am certain there are areas where serious examination would reveal possibilities for increasing the efficiency and reducing costs. For example, we should give attention to all so-called "overhead" activities -- substantive as well as administrative -- to assure that staff review and coordination procedures and processes, as well as services provided, make a necessary contribution to our substantive missions and are performed as efficiently and economically as possible.

3. The Director of Planning, Programming, and Budgeting is responsible for coordinating the Agency-wide management improvement program and assembling the reporting data required by OMB. Each Deputy Director is asked to designate, by 10 November, // a senior officer as a contact point for him on these matters.

  
L. K. White

Executive Director-Comptroller

**Attachments:**

A - OMB Circular A-44

B - Agency Management Improvement

Program - Implementation Instructions

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) 25X1A				DTR-5671	
FROM: [REDACTED] Chief, DD/S Plans Staff 7D 10, Headquarters		EXTENSION 6833	NO. DD/S 70-4385		
			DATE 5 NOV 1970		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1. Director of Training 819 - 1000 Glebe			HL	<p>[REDACTED] has been designated as the O/PPB representative for the Agency in setting up a Management Improvement Program and the undersigned has been designated to represent the Support Directorate.</p> <p>Please note that the initial report, as called for in Section IX of the Agency's Implementation Instructions, is due in O/PPB on 31 December 1970. It should be submitted to the Chief, DD/S Plans Staff no later than 21 December 1970 or earlier if completed before that date. Submittals to the undersigned should be in duplicate.</p> <p>I will forward to you additional Implementation Instructions as developed.</p> <p>[REDACTED] Chief, DD/S Plans Staff</p> <p>Att: Correspondence re Implementation of OMB Circular A-44 dtd 16 Feb 1970 (2 Nov 70)</p>	
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